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## **SAFETY**

### *Fire Safety and Emergency Evacuation Policy*

**POLICY Number: D-004**

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**25 February 2011**

1. **AUTHORITY:** Director of State Civil Service as contained in La. R.S. 36:54.
2. **REFERENCE:** DOA-Claiborne Building Evacuation Procedures (Revised July 2004)
3. **PURPOSE:** To establish procedures for the safe, timely and orderly evacuation of the Claiborne Building in the case of fire or any other emergency.
4. **APPLICABILITY:** This policy shall apply to all employees of the Department of State Civil Service.
5. **POLICY:** It is the Director's policy that the Department of State Civil Service shall follow the planned procedures for evacuating the Claiborne Building as established by the Division of Administration in order to minimize and/or prevent personal injury and property damage in the building and immediate surrounding area and to provide education as a part of a continuing training program for all occupants, building staff, and security personnel, which should facilitate the prompt reporting and immediate initiation of fire safety until the arrival of the fire department.
6. **DEFINITIONS:**
  - A. **Assembly Area:** A designated area outside of the facility in which employees are to assemble and wait until it is determined that the facility can be safely re-occupied.
  - B. **Assistant Wardens:** Employee volunteers who have been assigned the responsibility of assisting the floor warden during an evacuation or fulfilling the floor warden's responsibilities in the event of his absence.
  - C. **Assistants and alternates for the Physically Challenged:** Employees who have volunteered to assist a physically challenged fellow employees to waiting areas (normally outside of stairwells) in the event of an evacuation and (possibly) to

stay with them until professional help arrives. These volunteers should be located near the physically challenged employee(s) and should be someone who is normally in their area most of the workday.

- D. **Command Area:** A location in the assembly area between the tenants and the building where the evacuation safety director(s) will be located to receive status reports and keep tenants informed.
  - E. **Evacuation Procedures:** A set of written instructions for the safe and orderly evacuation of the facility during an emergency situation. The plan must have approval of the authority having jurisdiction.
  - F. **Evacuation Safety Director and Deputy:** An employee who has been assigned the responsibility of overseeing the emergency evacuation of the facility (or a portion) and coordinating this activity with the emergency response personnel.
  - G. **Fire Exit:** A safe route from the facility to be used in the event of an evacuation.
  - H. **Floor/Section Warden:** Employees who have been assigned the responsibility of ensuring that all personnel in his respective area is thoroughly familiar with the emergency evacuation procedures and that they are followed during a facility evacuation.
  - I. **Physically Challenged:** A person(s) who for some reason would have difficulty in locating exits or walking down stairs without assistance. This would also include those who are visually or audibly impaired or who have limited mobility due to other physical conditions.
7. **GENERAL:** Employees should not attempt to extinguish a fire themselves and should not use the elevators in an evacuation situation. The Office of State Buildings is responsible for providing guidance, supervision, and the development and implementation of the evacuation plan, and to review, critique, and edit it for compliance with all applicable building, fire, and other related codes before it is instituted.
8. **PROCEDURES:**
- A. **FIRE ALARMS**

Smoke detectors, manual pull stations, or water flow from the automatic sprinkler systems on each floor activates the fire alarm system. This system incorporates a voice alarm; alarm horns; strobe lights; and automatic notification to the fire department, law enforcement, and the Office of State Buildings personnel. A control panel is located in a room on the first floor, adjacent to the main security desk. Separate emergency electrical service is incorporated into the building and is powered by a diesel-powered generator. This emergency service will power the fire alarm and other security services including communications; selectively run elevators; emergency lighting for stairwells, exits, and egress routes.
  - B. **EMERGENCY EXITS**

Emergency exits, all of which are conspicuously marked with lighted signs, are provided. There are three emergency exit stairwells in this building.

1. The **south stairwell** deposits occupants on the Ground Floor and they are directed to follow the exit signs to the double doors on the river side of the building and proceed to the south parking lot.
2. The **center stairwell**, located on the river side of the building, deposits occupants on the Ground Floor where direction signs point them to the south and north parking lot exits. (NOTE: Occupants of each floor that utilize the center stairwell will have been informed on which parking lot exit to use.)
3. The **north stairwell** deposits occupants on the north side of the building's Ground Floor. Occupants are directed to exit through the glass doors immediately in front of them and proceed through the parking garage to the north parking lot.

All exit stairwells are two-hour fire rated enclosures with two-hour fire rated doors. These stairwells are the **only** means of egress from the building for occupants of floors two through seven under emergency conditions. Similarly, occupants on the Ground Floor and First Floor are to proceed to the closest exit and assigned parking lot.

#### **C. EVACUATION ROUTES BY FLOOR**

Evacuation Routes have been developed for each floor's sections and utilize the universally accepted "nearest exit" rule to enable occupants to vacate their areas and move to the nearest stairwell and then out to a predetermined assembly area in the north parking lot or the south parking lot. These floor plans and routes are included in this master document and should be distributed to all current and new occupants.

#### **D. EMPLOYEE RESPONSIBILITIES**

1. Know your evacuation (floor/section) warden and assistant warden.
2. Be thoroughly familiar with the evacuation procedures for your section.
3. Follow all instructions given by your warden and assistant warden.
4. Know where the designated primary and secondary fire exits are for your area.
5. Be familiar with the location of **all** fire exits in the event that you are not in your regular work area during an evacuation.
6. Request all visitors to accompany you in the evacuation.
7. Remain calm and quiet. Proceed down via the stairwells to the ground floor and then to the designated assembly area. A normal pace will

- ensure your safety and that of your coworkers.
8. Remain in your designated assembly area until you are notified by your floor/section warden that an “all clear” has been given and it is safe to re-enter the building.

**If you should discover a fire on your floor, or if you see or smell smoke which could indicate the presence of fire:**

1. Activate the manual pull station closest to you.
2. Call 911 and report the situation, your building name and floor. Stay on the phone until the 911 operator releases you.
3. Take with you any personal items you deem necessary, if possible, in the event you cannot re-enter the building.
4. Close, but do not lock, all doors and evacuate the area.

**E. EVACUATION SAFETY ORGANIZATION**

**1. Evacuation Safety Director and Deputy**

- The director will ensure that all floor/section wardens, assistants for the physically challenged, and all assistants are assigned for each section on each floor.
- Upon notification of a building emergency, report to the command area location in the assembly areas of each parking lot.
- Collect information from each warden or assistant on head counts and names of those who are accounted for and those who are in need of assistance.
- Assure that the emergency response personnel are advised and updated on any changes regarding the occupants to be accounted for.
- Upon notification by the emergency response personnel that the emergency is over and that the facility is safe to re-enter, dismiss and/or issue the “all clear” to the employees and visitors in the assembly area.

**2. Floor/Section Wardens and Assistants**

- Be thoroughly familiar with the fire and safety evacuation procedures for the building in general and your department and section in particular, including the locations of fire alarm pull stations and the primary and secondary exit routes.
- Know where the primary and secondary fire exits and stairwells are located.
- Ensure that all walkways and corridors are free of obstruction, exit lights are illuminated, and that any other fire or life safety deficiencies are reported to the evacuation safety director.
- Maintain an up-to-date list of all physically challenged persons and assigned assistants.

- Ensure that new employees in your area are fully familiar with the emergency evacuation procedures and are shown the exits and assembly area assigned to them.
- Maintain a current listing of all employees in your area to ensure an accurate roll call upon arrival at your assigned location in the assembly area.
- If a fire should occur in your area, activate the manual pull station closest to you, call 911 to report the location of the fire (floor, suite number, building, and address) and, when released by the operator, start the evacuation procedure.
- Ensure that all employees in your area are aware of the evacuation when activated and that they all comply with the procedures.
- Check all rooms in your area, including restrooms (male and female), to ensure that no one is left behind and close all office doors prior to leaving the area.
- Upon arrival at your designated assembly area, take an accurate roll call to ensure that everyone is properly accounted for from your area, utilizing your current employee listing.
- If anyone is unaccounted for from your area, report the name(s) and regular work area location to the evacuation safety director.
- Keep all employees from your area assembled in your designated area until properly dismissed by the evacuation safety director.

**3. Assistant and Alternates for the Physically Challenged**

- Volunteer assistants proceed immediately to your assigned employee's workstation and assist him to move to the rendezvous area outside the assigned exit stairwell.
- If your assigned employee is hearing or sight impaired, take him by the hand and lead the employee to the rendezvous area outside the exit stairwell.
- If your assigned employee is not at his regular workstation, proceed to the assigned rendezvous area and wait.
- If your assigned employee fails to appear within a reasonable amount of time, exit the facility and report immediately to your floor warden or assistant floor warden that your assigned employee was not in the regular work area and did not appear at the exit.
- If you are not in your regular work area when the evacuation is sounded, **DO NOT** attempt to return. You should exit the facility by following the route taken by employees in the area you are in and then immediately report the circumstances to your floor warden or assistant floor warden.

**4. Physically Challenged Employees**

- Volunteer assistants have been assigned to physically challenged

employees to aide them to their assigned exit stairwell location and to stay with them until there is no further traffic from floors above you in the stairwell. At that time, you may move or be moved by your volunteer assistants into the stairwell (which is a two-hour rated area) to await assistance from emergency rescue personnel.

- If you are at your regular workstation when an evacuation is sounded, wait for your assigned volunteer assistant to arrive at your workstation to assist you to the assigned exit stairwell location.
- If the assistant fails to appear within a reasonable amount of time, or you are not at your workstation when the evacuation is sounded, notify the floor warden or his assistant for assistance.
- If the emergency rescue personnel feel that the situation requires that you be evacuated to the outside assembly area, stay in this area until the “all clear” is given, and all employees are allowed to re-enter the building.

**5. Expectations of the Building Maintenance Personnel When a Fire Alarm Is Activated at a DOA/SOB Building**

- To investigate the location and source of the alarm at the annunciation panel.
- To transmit the findings to coworkers.
- To notify the Department of Public Safety (DPS), the monitoring service, and the OSB Service Center of the findings.
- To meet the first responding Baton Rouge Fire Department (BRFD) truck, communicate all findings, and answer questions about the alarm, inhabitants, evacuation assembly areas, and building-specific information.
- To work with DPS in notifying the tenants when it is safe to re-enter the building.

**F. EMERGENCY EVACUATION DRILLS**

Evacuation drills will be conducted on a biannual basis (minimal). These drills will involve all personnel occupying the building. As part of and prior to these drills, evacuation safety personnel will be expected to attend refresher reviews. Evacuation drills will be conducted in conjunction with the BRFD, DPS, Johnson Controls, Inc., and OSB personnel. Evaluation reports will be kept by the building manager and the OSB.

**WHEN THE ALARM SOUNDS:**

**1. The floor wardens will**

- put on their identification vests or hats;
- put the evacuation plan into action
- take their place at the assigned exit stairwell position;
- encourage a prompt but orderly evacuation;
- ensure that all areas of the floor, including restrooms, are vacated;

- not leave the floor until all assistant floor wardens and the assistants for the physically challenged have checked in and assured that their respective areas are clear;
- upon arrival at the designated assembly area, perform a head count to verify that all regular occupants of his floor have been evacuated;
- notify the evacuation safety director of the count and of anyone not accounted for.

**2. The assistant floor wardens will**

- put on their identification vests or hats,
- assume the duties of the floor warden if the floor warden is not in position.
- assist the floor wardens in any way possible,
- prevent access to elevators and direct those searching for evacuation routes to the nearest stairwell.

**3. Assistants for the physically challenged will**

- put on their identification vests or hats,
- locate the physically challenged person to whom they are assigned and ensure that the person is moved to the entrance to the stairwell,
- assist the physically challenged person(s) into the stairwell landing **AFTER ALL PERSONS FROM THE FLOORS ABOVE AND THEIR OWN FLOOR HAVE BEEN EXITED** to await assistance from emergency rescue personnel.
- notify the floor wardens that their physically challenged person is accounted for in the stairwell and awaiting rescue.

**4. Building occupants will**

- shut down desktop computers (if time permits),
- take any personal items and visitors with you, and
- evacuate the building and assemble with your department in your assigned location.

**G. EMERGENCY EVACUATION ROUTES AND ASSEMBLY AREAS**

A two-page list of emergency exit routes and assembly locations by floor and sections therein is included in the following pages. This listing is supported by sectionalized floor plans for you to see where you are and where your PRIMARY exit is located. Each floor plan should also have the names of the volunteers in your section who are committed to your safe evacuation if an emergency should arise.

**9. EXCEPTIONS:**

The Director or Deputy Director of the Department of State Civil Service may grant an exception to any provision of this policy, provided such exception shall not be in conflict with Civil Service Rules and Regulations.

S/Shannon S. Templet  
Director

**ATTACHMENTS:**

- Emergency Exit Routes and assembly locations by floor and sections
- Checklist



**W. C. C. CLAIBORNE BUILDING TENANTS EMERGENCY ASSEMBLY AREAS**

<i>FLOOR</i>	<i>AGENCY</i>	<b>BUILDING LOCATION</b>	<i>EXIT ROUTE</i>	<i>LOT</i>
<i>Ground</i>	ORM DOE DOA Svcs OSL	E, SE, &SW W & NW W & N NE	Corridor to N Corridor to SW Corridor to N Corridor to N	North (DOE to South)
<b>1st</b>	CPTP OFC Vacant Visitors	NW NW NW Conference Rooms	Corridor to N Corridor to N Corridor to N N, S, & E exits	North (Visitors to North or South)
<b>2nd</b>	OSP OIT/OES OSIS OSIS Info Svcs OSIS Info Svcs	E & SE NE SW W NW	North Stairs North Stairs Center Stairs Center Stairs North Stairs	North
<b>3rd</b>	DSCS DSCS Ofc of St Register LLA DOE DOA Hum Res	SW & W NW S S E NE	Center Stairs North Stairs Center Stairs South Stairs South Stairs North Stairs	North (LLA and DOE to South)
<b>4th</b>	DOE LLA DOE DOE	NE & SE S SW W	South Stairs South Stairs South Stairs Center Stairs	South
<b>5th</b>	BESE DOE LLA DOE DOE	SE E Center & NE S SW W & NW	South Stairs South Stairs South Stairs South Stairs Center Stairs	South
<b>6th</b>	OFSS “Growth” OSUP OSRAP LLA BOR “Growth”	SE E E NE S S & W NW	North Stairs South Stairs North Stairs North Stairs South Stairs Center Stairs North Stairs	North (LLA & “Growth” to South)
<b>7th</b>	FPC OPB LLA OGC Comm of Admin CDBG OGC/GB U of LA	SE & Center NE S SW SW & W W NW NW	North Stairs North Stairs South Stairs Center Stairs Center Stairs Center Stairs Center Stairs North Stairs	North (LLA to South)

**CHECKLIST****EVACUATION FLOOR WARDEN, DEPUTY WARDEN, AND ASSISTANTS FOR THE PHYSICALLY CHALLENGED****The Floor/Section Warden will:**

1. Put on their identification vests.
2. Put the evacuation plan into action.
3. Encourage prompt, orderly evacuation.
4. Ensure all areas of the floor, including restrooms, are vacated.
5. Not leave the floor until all deputy wardens and assistants for the physically challenged have checked in signaling that their respective areas are clear.
6. Upon arrival at the designated assembly area, perform a head count to verify that all regular occupants of their floor have been evacuated.
7. Notify the Evacuation Safety Director or Deputy of anyone not accounted for.

**The Deputy Warden will:**

1. Put on their identification vests.
2. Assume the duties of the Floor Warden if he is not in position.
3. Assist the Warden in any way possible.
4. Prevent access to elevator lobbies.
5. Ensure all doors in their area of responsibility are closed.
6. Ensure all occupants have cleared their respective area of responsibility.

**The Assistants for the Physically Challenged will:**

1. Put on their identification vests.
2. Locate the physically challenged person for whom they are responsible and ensure the person is moved to the entrance of the assigned stairwell.
3. Assist the physically challenged person into the stairwell landing AFTER ALL PERSONS FROM THE FLOORS ABOVE AND THEIR OWN FLOOR HAVE EXITED to await assistance from emergency rescue personnel.
4. Notify the Floor Warden or Deputy that their physically challenged person is accounted for in the stairwell and awaiting rescue.
5. Evacuate the building and assemble with your Floor Warden or Deputy in you assigned location.